CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission "Honoring California's Veterans"



Classification: Staff Services Analyst (Salary: \$2817-\$4446)

Tenure/Time Base: Limited Term, Full-time

Location: Veterans Home of California - West Los Angeles

800 Bringham Road, West Los Angeles, CA 90049

Temporary (Approx. 2 yrs.) Offices Currently At:

6150 Van Nuys Blvd., Van Nuys CA 91401

Who Should Apply: Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatements. Eligible honorably discharged veterans are encouraged to apply. SROA/SURPLUS PROVISIONS APPLY.

Duties and Responsibilities:

Under direction of the Hospital General Services Administrator II

- Assists with the management of assigned General Service's budget allotments and allocations
 including authorization of expenditures for the facility. Coordinates the operations of
 Procurement and General Services with the various service Chiefs and management at the
 facility. Ensures activities and services conform to all applicable rules, regulations, and
 policies of the Veterans Home, department and governmental agencies including State and
 Federal licensing entities.
- Assists with planning, organizing, and directing daily activities involving warehouse, property and equipment management, procurement, warehousing, supply inventory and business services/purchasing. Upholds standards for the purchasing of goods and minor services in accordance with State law, Department of General Services (DGS) requirements and guidelines, the Purchasing Authority Manual (PAM), CDVA delegation authority, and CDVA policies and procedures. Collects purchasing data monthly and compiles purchasing, budget and quality assurance reports. Keeps the Hospital Administrator apprised of relevant issues within the Procurement and Services Department.
- Reviews Certified Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) inclusion in purchase requests. Advocates for SB/DVBE business participation in the purchase process. Provides monthly SB/DVBE report to Administration and CDVA Office of Procurement & Contracting (OPC). Assists in the preparation of Budget Change Proposals (BCP). Upholds standards for complying with purchasing requirements and policies. Reviews and approves purchase requests (Purchase Orders, Form 5's).

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

didates should submit a State Application (STD, 6/8) and résumé to:

Inquiries:

Voice:

TDD:

(916) 653-2535

(916) 653-1966

Department of Veterans Affairs Human Resources Division 1227 "O" Street, Room 404 Sacramento, CA 95814

Attn: Jacquie Ruiz, M80#016G-08/09

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#016G-08/09 on your application.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.RELEASED: 10.14.08